



Savings Bonds

Section 5

Introduction

Savings Bonds are processed differently than other data captured in EHRP:

- No history is captured (only 1 bond portfolio exists in the system).

Since no history is being captured, the user never needs to insert a row on the effective date. HR staff must enter information into the **U.S. Savings Bond Specification** page in the **Maintain Payroll Data** module of the system so the information will be picked up by the payroll interface.

This section contains three procedures. The first corresponds with starting a bond. The second pertains to changing a bond. The third is related to stopping a bond.

The Effective date that is used to establish the savings bonds allotments should NEVER be changed! Any changes to bond data should occur on the **Priority** row level of the Savings Bond data page.

If there is more than one bond, Savings Bonds contributions are allocated to the first bond in the employee record until it is satisfied. Then the bond allocation would go to the next bond until it is satisfied etc.

To find out how much an employee is contributing to Savings Bonds, access the employee bond portfolio and add the dollar amounts appearing in the flat amount field for each of the bonds.

The status of an employee's bond portfolio cannot be found in EHRP. Contact Payroll for that information.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Savings Bonds

The following table illustrates the relationship between the three procedures contained in this section.

	Start	Change	Stop
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U.S. Savings Bond Spec (Specification) Page	<ol style="list-style-type: none"> 1. Insert row if necessary 2. Enter bond elections and amounts 	<ol style="list-style-type: none"> 1. Modify the bond elections/contribution amounts 2. Redistribute the Flat Amount, as necessary 	<ol style="list-style-type: none"> 1. Delete the row of the specific bond to be cancelled 2. Redistribute the Flat Amount
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Navigational Path

**Home → Compensate Employees → Maintain Payroll Data (USF)
Use → U.S. Savings Bond Spec (Specification)**

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Dependents/Beneficiaries



In order for another individual other than the employee to be listed as bond owner, co-owner or beneficiary, he or she must have been previously entered as a dependent or beneficiary in EHRP. See the chapter on Base Benefits in this manual for the procedure for entering dependents/beneficiaries into EHRP.

Procedure

STARTING AN EMPLOYEE'S SAVINGS BONDS ELECTIONS/CONTRIBUTIONS.

NOTE: Before entering Savings Bond information, users should review dependent information to validate the SSN. According to DHHS policy guidelines, the SSN is required.

The following steps detail the procedure for starting savings bonds in EHRP:

1

Follow the navigational path:

**Home → Compensate Employees → Maintain Payroll Data (USF)
Use → U.S. Savings Bond Spec (Specification)**

- 2 In the **Search By** field, select either “Name” or “EmplID”.
- 3 Type the appropriate employee information based on the Search By field selected

The following page appears:

- 4 Review the existing bonds on this page if applicable. If there are existing bonds, note the last **Priority** number used.

*NOTE: Each bond entered into the system must have its own unique **Priority** number for tracking purposes. Even if and when a bond is closed, it retains its **Priority** number in the system.*

*NOTE: If there is previous data in the page, insert a row in the **Priority** Box, as indicated by the arrow above.*

- 5 In the **Priority** field, enter the next sequential number available for the bond being input.
- 6 In the **Denomination** field, enter the type of bond being opened. (The default value is Series EE \$100 denomination.)

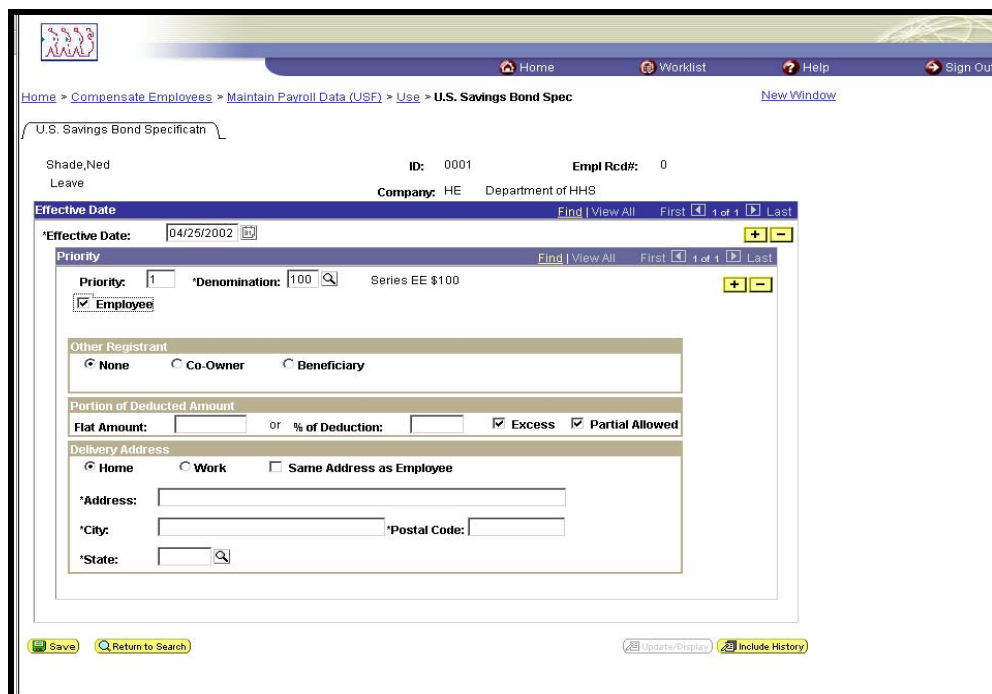
NOTE: Bond types available for selection in EHRP are as follows:

Savings Bond ID	Description	Redemption Value at Maturity
100	Series EE \$100	100
10K	Series EE \$10,000	10000
1K	Series EE \$1,000	1000
200	Series EE \$200	200
500	Series EE \$500	500
5K	Series EE \$5,000	5000
I50	Series I \$50	50
I75	Series I \$75	75
IC1	Series I \$100	100
IC2	Series I \$200	200
IC5	Series I \$500	500
IK1	Series I \$1000	1000
IK5	Series I \$5000	5000
IKX	Series I \$10000	10000

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If the employee is the owner of the bond, click the **Employee** checkbox.

*NOTE: When this checkbox is checked, notice that the **Dependent ID** field disappears from the view:*



U.S. Savings Bond Specification

Shade,Ned
Leave

ID: 0001 Empl Rcd#: 0

Company: HE Department of HHS

Effective Date: 04/25/2002

Priority: 1 *Denomination: 100 Series EE \$100

☒ Employee

Other Registrant
☒ None ☐ Co-Owner ☐ Beneficiary

Portion of Deducted Amount
Flat Amount: or % of Deduction: ☐ Excess ☒ Partial Allowed

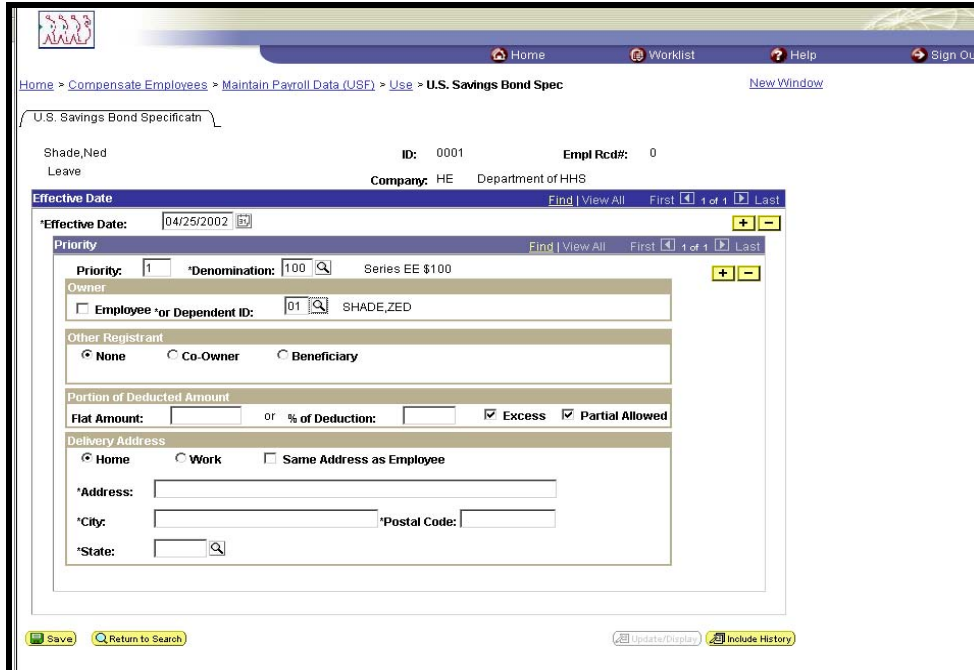
Delivery Address
☒ Home ☐ Work ☐ Same Address as Employee

*Address:
*City: *Postal Code:
*State:

Save Return to Search Update/Display Include History

- 8 If the **Owner** of the bond is not the employee, enter the appropriate **Dependent ID**.

NOTE: If the employee is NOT the owner, SSN is required.



- 9 In the **Other Registrant** area of the page, select the appropriate radio button.

NOTE: If the **Co-Owner** or **Beneficiary** radio buttons are selected, note that the **Employee** and **Dependent ID** fields appear.

- 10 If there is a **Co-Owner**, select whether that individual is the employee, or one of his or her dependents. Dependent information is entered in the **Dependent ID** field.

U.S. Savings Bond Specifcatn

Shade,Ned
Leave

ID: 0001 Empl Rcd#: 0

Company: HE Department of HHS

Effective Date: 04/25/2002

Priority: 1 *Denomination: 100 Series EE \$100

Owner
Employee *or Dependent ID: 01 SHADE,ZED

Other Registrant
☐ None
☒ Co-Owner
☐ Beneficiary
 Employee *or Dependent ID:

Portion of Deducted Amount
 Flat Amount: or % of Deduction: ☐ Excess ☒ Partial Allowed

Delivery Address
☒ Home ☐ Work ☐ Same Address as Employee
 *Address: *City: *Postal Code: *State:

Save Return to Search Update/Display Include History

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If there is to be a **Beneficiary**, select whether that individual is the employee or one of his or her dependents. Dependent information is entered in the **Dependent ID** field.

U.S. Savings Bond Specifcatn

Shade,Ned
Leave

ID: 0001 Empl Rcd#: 0

Company: HE Department of HHS

Effective Date: 04/25/2002

Priority: 1 *Denomination: 100 Series EE \$100

Owner
Employee *or Dependent ID: 01 SHADE,ZED

Other Registrant
☐ None
☒ Co-Owner
☐ Beneficiary
 Employee *or Dependent ID:

Portion of Deducted Amount
 Flat Amount: or % of Deduction: ☐ Excess ☒ Partial Allowed

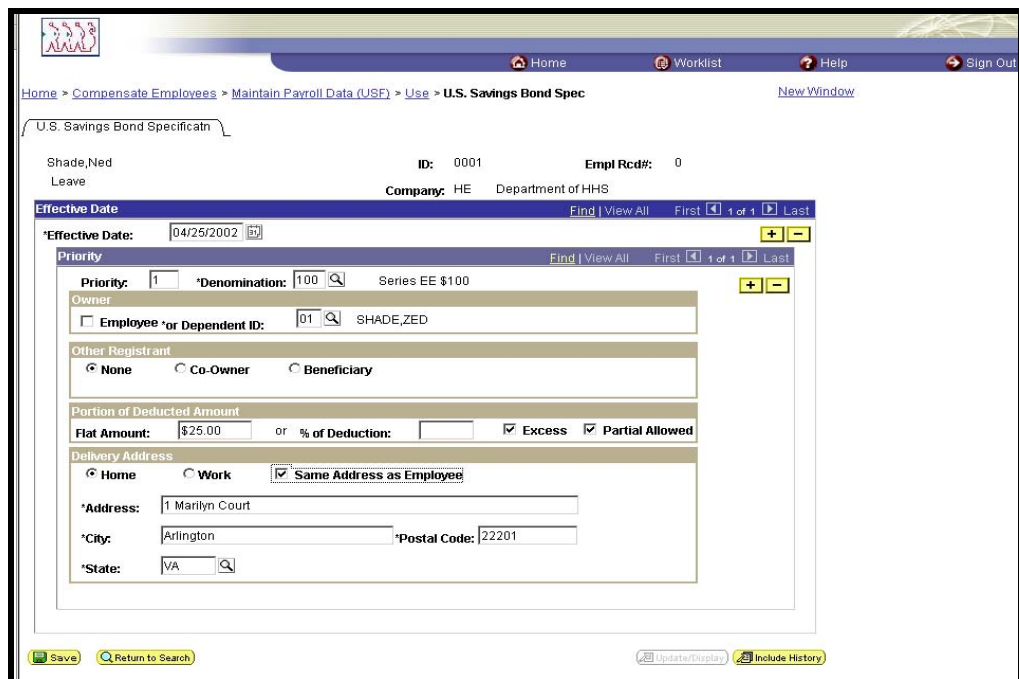
Delivery Address
☒ Home ☐ Work ☐ Same Address as Employee
 *Address: *City: *Postal Code: *State:

Save Return to Search Update/Display Include History

12 In the **Portion of Deducted Amount** area, enter the **Flat Amount**.

NOTE: On the employee bond election form, the employee will have indicated the amount per paycheck s/he would like to be deducted for her/his bond purchase arrangement. In EHRP, this amount is to be divided among the bonds open under the employee's name in the system.

13 In the **Delivery Address** area, indicate the appropriate address for bond delivery. If the **Same Address as Employee** checkbox is selected, the address will populate from the Personal Data page in the employee record.



14 Click .

Procedure CHANGING AN EMPLOYEE'S SAVINGS BONDS ELECTIONS/CONTRIBUTIONS.

The following steps detail the procedure for changing an employee's savings bonds elections/contributions in EHRP:

1 Follow the navigational path:

Home → Compensate Employees → Maintain Payroll Data (USF)
Use → U.S. Savings Bond Spec (Specification)

2 In the **Search By** field, select either "Name" or "EmplID" and type the

appropriate employee information based on the Search By field selected.

- 3 Check the “**Correct History**” checkbox. This allows the user to make changes to the effective dated row.

The following page appears:

- 4 Move to the appropriate bond using in the **Priority** area.

NOTE: Since no history is being captured, the user never needs to insert a row on the effective date.

- 5 Navigate to the appropriate field(s) and make the appropriate modification(s).

- 6 Repeat steps 4 and 5 as necessary.

*NOTE: The entry in the **Flat Amount** field may need to be recalculated depending upon if the employee wishes to change the amount per pay period going toward his or her bond elections.*

- 7 Click .

Procedure STOPPING AN EMPLOYEE'S SAVINGS BONDS ELECTIONS/CONTRIBUTIONS.

The following steps detail the procedure for stopping an employee's savings bonds elections/contributions in EHRP:

- 1 Follow the navigational path:

Home → Compensate Employees → Maintain Payroll Data (USF)
Use → U.S. Savings Bond Spec (Specification)
- 2 In the **Search By** field, select either "Name" or "EmplID".
- 3 Type the appropriate employee information based on the Search By field selected

The following page appears:

The screenshot shows the 'U.S. Savings Bond Specification' form. At the top, there's a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out'. Below it, a breadcrumb trail reads: 'Home > Compensate Employees > Maintain Payroll Data (USF) > Use > U.S. Savings Bond Spec'. The form itself has a header section with 'Shade, Ned' and 'Leave', and 'ID: 0001', 'Empl Rcd#: 0', 'Company: HE', and 'Department of HHS'. The 'Effective Date' is set to '04/25/2002'. Below this is the 'Priority' section, which includes a table with columns for 'Priority', 'Denomination', and 'Series'. The first row shows '1', '100', and 'Series EE \$100'. To the right of this row are '+' and '-' icons. A red arrow points to the '-' icon. Below the table are fields for 'Owner' (Employee or Dependent ID: 01, SHADE, ZED), 'Other Registrant' (None, Co-Owner, Beneficiary), 'Portion of Deducted Amount' (Flat Amount: \$25.00, % of Deduction: , Excess, Partial Allowed), and 'Delivery Address' (Home, Work, Same Address as Employee). At the bottom, there are buttons for 'Save', 'Return to Search', 'Update/Replan', and 'Include History'.

- 4 Move to the appropriate bond using in the **Priority** area.
- 5 Once at the bond that is to be cancelled, click in the Priority area to remove the bond from the employee's record.

*NOTE: With the cancellation of one or more bonds, the entry in the **Flat Amount** field will need to be recalculated so that the proper amount per pay period is going toward his or her remaining bond elections.*

*NOTE: When a bond is cancelled, the **Priority** number of any remaining bonds should remain the same.*

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Click  .



PAY ACTIONS
